

RIGHT TO INFORMATION ACT, 2005

Details published pursuant to Section 4(1) of the Act

(I) Particulars of the organization, functions and duties

Kerala State Industrial development Corporation Ltd. is a company wholly owned by Govt. of Kerala, set up in 1961 under the Companies Act 1956, for the promotion and development of medium and large scale units in the state.

KSIDC constitutes a group of professionals from various fields including engineering, management, finance, and law. KSIDC processes and recommends to government, applications for sanction of incentives such as sales tax exemption and subsidy in respect of units assisted by it. We advise the state government on key facets of the state's industrial policy and organize promotional campaigns.

Thus KSIDC is one of the agencies in the State;

For industrial development and promotion; a company fully owned by the Government of Kerala.

Formed with the objective of promoting, stimulating, financing and facilitating the development of medium and large scale industries in Kerala.

Kerala Venture Capital Fund Private Limited (KVCF) was promoted by KSIDC, in association with Kerala Financial Corporation (KFC) and Small Industries Development Bank of India (SIDBI). It is dedicated to investing in higher end sectors like Information Technology and Biotechnology.

We provide financial and promotional assistance like investment in share capital and loans, escort services to entrepreneurs in identifying suitable land and other infrastructure, and providing Single Window Clearance for speeding up statutory clearances to the assisted units. We also conceive investment ideas, prepare project profiles, identify investors and give necessary financial and promotional support.

Assistance is generally provided to companies and for Projects which fall in the medium/ large category, as small scale units/ proprietary and partnership concerns can avail assistance from KFC.

We also do the liaison work on behalf of Government of Kerala for Mega projects in the State with Central Government and other Central and State government departments/ undertakings to facilitate investments in the state. We also conduct/ participate in road shows and seminars to promote Kerala as an investment destination.

Functions:

KSIDC, as facilitator and financier for industries, offers wide ranging assistance in industrial promotion. The key areas of our focus include:

Identification of Investment Ideas

Translating Ideas into Concrete Proposals

Feasibility Study, Project Evaluation

Financial Structuring, Loan Syndication

Assisting in Central and State Govt. Clearances

Development and Administration of Growth Centers

The Registered Office of the Corporation is at Trivandrum and there is a Regional Office functioning from Cochin.

Registered Office:

Kerala State Industrial Development Corporation Ltd.; T.C.XI/266, Keston Road, Kowdiar, Thiruvananthapuram – 695 003.

Ph: 0471–2318922 (EPABX); Fax: 0471–2315893

E–mail: ksidc@vsnl.com, Web site: www.ksidc.org

Telephones: Chairman: 0471–2316241, Managing Director: 0471–2318189

Regional Office:

II Floor, Choice Towers, Manorama Junction, Kochi – 682 016.

Ph: 0484–2323010, 2323101 (EPABX); Fax: 0484–2323011

E–mail: ksidckochi@eth.net

Allied Supporting Services:

In addition to the primary support provided to entrepreneurs, KSIDC extends a whole range of pro–investor services, which include:

Single window Clearance System

KSIDC has been designated as the Nodal Agency for facilitating all governmental clearances at state level for medium and large–scale industries.

Venture Capital Financing

In a bid to encourage entrepreneurship in IT, Biotechnology and allied sectors, KSIDC in association with SIDBI and KFC has established Venture Capital Fund with a corpus of Rs.20 crores.

Sales Tax Exemption Eligibility Certificate

The Corporation also recommends issue of eligibility certificate for Sales Tax Exemption for medium and large–scale industries as per the scheme in force from time to time. The final exemption certificate has however to be obtained from the Sales Tax Dept.

Other Activities:

Growth Centres

Industrial Parks with built up infrastructure, to take the form of mini industrial townships, are under construction across the state. Growth Centres of KSIDC are located at Kannur, Malappuram, Kozhikode and Alappuzha. Built up infrastructure in these centers include Standard factory modules, power & water connections, transportation & communication facilities, etc.

(II) Powers and duties of Officers & Employees of KSIDC

KSIDC being a company, the highest authority in the company is its Board of Directors, and being a Government company all the directors are nominated by Govt of Kerala.

The Board of Directors constitute the Chairman, Managing Director, Principal Secretary (Industries), Principal Secretary (Finance), Secretary (I&P), Secretary (Labour & Rehabilitation), Chairman of Kerala State Electricity Board, MD of KINFRA, MD of InKEL, renowned industrialists, and experts in the matter of Industrial financing etc appointed by state government from time to time. Details regarding the present BOD of KSIDC are available in the website.

Powers of the Board:

The Board of KSIDC exercises all the powers that the Board of a company does, subject to the restrictions in the Articles of Association, which lays down that certain powers are to be exercised only with the approval of Government. There is also a clause in the Articles of Association that Govt. will have the power to give directions to the Board. The main restriction in the power of the Board is that all capital expenditure above Rs.20 crores (including sanction of financial assistance above Rs.20 crores) is subject to approval of Govt.

Executive Committee:

The Board has delegated certain powers to a sub committee which is called the Executive Committee and it consists of Chairman, Managing Director, Principal Secretary (Industries) & Principal Secretary (Finance). The EC meets as and when required, based on the number of applications for financial assistance received from companies

The powers of the Executive Committee include sanction of loans upto Rs.10 crores, reschedulement of loans, arriving at OTS which does not involve waiver of any principal etc. All decisions for sanction of assistance exceeding Rs.10 crores, assistance by way of share capital

and OTS involving waiver of any principal amount vests with the Board. As far as routine day-to-day functions and other administrative matters are concerned, MD is the final authority.

Powers of the Managing Director:

The decisions taken by the Board and the Executive Committee are implemented by the Managing Director who has the powers of management of the unit and looks after the routine day-to-day functions and other administrative matters.

Powers of Officers:

There are no powers given to individual officers except recommendatory powers in the investment decision and also different hierarchy of officers are maintained like Executive Director, General Managers, Dy.General Managers, Assistant General Managers, Managers, Deputy Managers, Assistant Managers, etc in different functional areas like Project Appraisal, Disbursement and Recovery, Project Development Cell, Investment Promotion Cell, Financing & Accounting, Consultancy, Legal and Administrative department for managing day to day affairs of the functional areas. Other employees are there for assisting the officers in the concerned departments.

The duties of officers are conducting techno economic feasibility/ appraisal of projects seeking financial assistance from the Corporation and to recommend to the Executive Committee/ Board of Directors sanction of financial assistance, and also carry out promotional activities for bringing new investments to the State. Once the financial assistance is sanctioned by the Executive Committee / Board for the project, necessary documentation is done by the legal department and the loan assistance is disbursed to the assisted units at different times of implementation of the project.

The duties also include monitoring the timely implementation of projects and monitoring of the project during operations till the loan amount is recovered fully by the Corporation. Routine inspections are conducted by the officers of the assisted units and books of accounts/

records and other physical progress of the project are checked at regular intervals. The details of the loan accounts of the all units assisted by the Corporation are maintained in a computerized manner by the Finance & Accounts Department and repayment notices of principal and interest to the assisted units are sent at regular intervals and project officers follow up the repayments. Regular review meetings are conducted with the assisted units to know their problems and to take remedial measures to overcome the problems.

There is a separate department for Industrial and Investment Promotion (I&IP) of the Corporation, which takes care of the promotional activities like conceptualization of the project ideas, preparations of project profiles, identification of suitable entrepreneurs to start the project, conducting seminars and road shows, liaising with the government departments for the promotion of industries in the State, presenting investment subsidy and sales tax exemption eligibility applications of units in the state level committees, and other promotional activities.

(III) Procedure followed in the decision making process, including channels of supervision and accountability

When an application for the financial assistance is received from a company initially the application is scrutinized by the project officers to assess whether the unit is eligible for financial assistance by analyzing factors like promoters background/resources, past history and business credentials, bank reference etc. Once these are obtained and after making sure that the project comes under our preview for financial assistance, then detailed information of the project like project reports, market feasibility reports etc are called from the company and a detailed techno economic appraisal is done jointly by the technical and financial experts to know the techno economic feasibility of the project and appraisal note is prepared by officers and submitted to the concerned department Manager who in turn will recheck the appraisal note and submit to Executive Director who is in charge of the all project financial sanctions. The Executive Director

after scrutiny submits the appraisal note to the screening committee for initial screening, after which the Managing Director approves placing the proposal to the Executive Committee/Board.

(IV) Norms set by the Corporation for the discharge of its functions

Financial assistance and support is generally limited to medium and large scale industries including service sectors like tourism industries, star category hotels, resorts, financial services etc, and where the constitution of assisted unit is in the nature of Private/ Public Ltd Company. Usually assistance is extended to projects with an investment of Rs.200 Lakh and above and our term loan assistance is limited to a maximum of Rs.2000 Lakh in a project and it can go up further in a single project with State Government's permission. Usually the definition of the medium and large scale manufacturing industries as defined by the Central Government is applicable to Corporation also.

The other norms followed by the Corporation for financial assistance of the projects are given in the table below:

Debt Equity Ratio	(a) 1:1 up to 1.5:1 for new companies with minimum/no track record. (b) 1.5:1 upto 2:1 for companies in the thrust sectors/expansion of good assisted units & other good non-assisted units.
Term Loans	Up to Rs.20 Crore can be sanctioned. No cap for term loan under direct financing. However loan exceeding Rs.20 crore is subject to approval by State Govt. The minimum amount considered for assistance is Rs.1 Crore except in case of expansion proposals of assisted units, where the minimum limit would be Rs.

	50 lakhs.
Short Term Loan	May be considered for assisted units on a selective basis.
Repayment	Repayment period is 6–8 years with a moratorium of 2–3years, on a selective basis.
Interest Rate	Based on a sliding scale with interest band ranging from 10 –12% for thrust sectors & 11 – 13% for others.

In addition to the above, the project should be financially and technically viable with satisfactory financial indices like Internal Rate of Return (IRR), Debt Service Coverage Ratio (DSCR), pay back period etc, and the promoter directors should execute personal guarantees with the Corporation for the timely repayment of the financial assistance sought. The Thrust sectors as mentioned above comprise Tourism, Hospitals & Infrastructure projects.

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

There is a printed manual of staff rules and regulations which gives general conditions of the service with definitions of terms, conduct, discipline and appeals of the staff, and other rules and regulations for the administrative purposes.

There is a manual for appraisal, disbursement and recovery of financial assistance for the projects supported by the Corporation which gives detailed guidelines and the procedures to be adopted by the project officers for processing of loan applications, procedure for conducting techno economic feasibility studies, documents to be collected from the loanee companies, procedures to be followed for disbursement of

loans, procedure for monitoring implementation and operation of units etc. This is the guideline adopted by officers for discharging their duties.

Coercive actions are initiated against the defaulting companies as per the rules contained in the provisions of law. In addition to this, Nominee Directors will be appointed on the board of assisted units (wherever it is felt necessary) to monitor the performance of the units and to give necessary feed back to the Corporation regarding their performance.

A manual has been published by state government industries department giving the procedures and guidelines to be followed for processing of state investment subsidy application of our assisted units.

(VI) Statement of documents held by KSIDC or under its control

The Corporation maintains all documents required to be maintained by various statutes. The Corporation also maintains various other documents and registers for its smooth functioning, as prescribed by the Registrar of Companies (ROC).

They are of two categories i.e. documents relating to the functioning of an organization which does not concern outsiders i.e. attendance register, personal records, log book of cars, staff loan register etc.

Secondly those relating to transactions with its customers or clients of which the most important are:

- a) Loan ledger is maintained which is computerized and contains the details of the prevailing loans extended by the corporation with details like name of company, loan code of the company, interest rate applicable for the loan, date of sanction, date of disbursement, repayment schedule, etc.
- b) Equitable mortgage registers giving details of securities for term loan.

(VII) Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

The Corporation is under the Department of Industries, Government of Kerala. The Corporation generally follows the Industrial Policy announced by the state government from time to time. The policy is framed by the elected representatives of legislature with the objective of Industrial growth in the State and creation of employment. Further the Board of Directors contain representatives from industry who are the customers/beneficiaries of the performance of KSIDC.

(VIII) Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to public or the minutes of such meetings are accessible for public

There are no bodies constituted for the purpose of advice to KSIDC, but only decision making bodies like the Board of Directors and Executive Committee of Directors mentioned above. In terms of the provisions of the Companies Act, they are accessible to the Board members and the shareholders (in this case Government) only.

(IX) The directory of Officers & Employees of KSIDC

Names and designations of the officers and employees of KSIDC are given as Annexure: 1.

(X) Monthly remuneration of Officers & Employees of KSIDC

The corporation follows the compensation as per the regulations applicable to State Public Sector Undertakings with a scale of pay and yearly increments to each of its category of officers and staff and the Dearness Allowance as announced by the State Government from time to time. The scale of pay for different category of officers and staff of KSIDC are given as Annexure: 2.

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

There are no other agencies for the Corporation since the Corporation itself is a government agency.

(XII) Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

The Corporation acts as an agency of Government of Kerala for the processing and disbursement of State Investment Subsidy for the Large and medium scale units assisted by the corporation. The State Investment subsidy is announced by the Government of Kerala in the Industrial Policy as amended from time to time and is given as a percentage of fixed capital investment. There is a subsidy manual published by State Government Industries Department, which gives the guidelines and procedures for processing of Investment subsidy application of units.

KSIDC receives the application and processes the application according to the guidelines as per subsidy manual and recommends to the State Level Committee for the sanction of subsidy .The Committee is under the Director of Industries and Commerce, Government of Kerala and

other members are nominated by Government, which meets periodically and considers the applications from the various industries and processed by respective agencies. Once the subsidy is sanctioned the subsidy amounts are disbursed to the Corporation by the Government, which in turn disburses the same to units after executing necessary documentations.

(XIII) Particulars of recipients of concessions, permits or authorizations granted by KSIDC

Companies that are assisted by KSIDC and where the amount is disbursed through KSIDC, have been sanctioned the state investment subsidy and subsidy for Information Technology units, in the state level committees appointed by the Govt.

The authorization with KSIDC for processing the investment subsidy applications and disbursement of subsidy amount are as per the Govt Order, G.O (MS) No.92/2000/ID dtd. 11.07.2000 given by Industries Department, Govt. of Kerala.

(XIV) Details in respect of the information, available to or held by KSIDC, reduced in an Electronic form

A computerized term loan ledger is maintained containing information about the prevailing loan extended by the Corporation with details like name of company, loan code, and interest rate applicable for the loan, date of sanction, date of disbursement, repayment schedule, etc.

Details of day to day accounting particulars like receipts, expenditure and revenue account etc for internal reference of the officers and staff (connected through Local Area Network (LAN)) are also maintained.

(XV) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

A Website of the Corporation, www.ksidc.org, is available to the public for obtaining information about the Corporation and its functions. Libraries are maintained at the both the offices of the Corporation with periodicals, newspapers and other reference materials for the use of staff and entrepreneurs.

(XVI) The names, designations and other particulars of the Public Information Officers & Appellate Authority of KSIDC

a) Public Information Officers

<p>Shri. J. J. Ranjith Asst. General Manager K.S.I.D.C. Ltd. Keston Road, Kowdiar .P.O. Thiruvananthapuram-695003.</p> <p>Ph: 0471-2318922 Fax: 0471-2315893 Email: ranjith@ksidcmail.org Web: www.ksidc.org</p>	<p>Shri. R. Prasanth Manager (Projects) K.S.I.D.C. Ltd. 2nd Floor, Choice Towers, Manorama Jn. Kochi - 682 016</p> <p>Ph: 0484-2323010 Fax: 0484-2323011 E-mail: prasanth@ksidcmail.org Web: www.ksidc.org</p>
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b) Appellate Authority

Shri. Alkesh Kumar Sharma I.A.S
Managing Director
K.S.I.D.C Ltd.
Keston Road, Kowdiar
Trivandrum-695003
Phone: 91-471-2318189
E-mail: mdksidc@vsnl.net

Annexure-1**LIST OF OFFICERS & STAFF**

Sl. No	Name of the Employee	Designation
	TOP MANAGEMENT	
1.	Shri. M.R.Karmachandran	Executive Director
2.	Shri. T.A.Krishnamoorthy	General Manager
3.	Shri. P.S. Vijayakumar	General Manager
4.	Shri. T.P.Thomaskutty	Dy. General Manager
5.	Shri.M. Rajasekhar	Dy. General Manager
6.	Smt. A.Malini	Dy. General Manager
7.	Dr. A.C.Rajan	Dy. General Manager
8.	Shri. B.Jyothikumar	Dy. General Manager
9.	Shri. K.G.Ajithkumar	Dy. General Manager
10.	Shri. K.Padmanabhan Nair	Asst. General Manager
11.	Shri. N.Suresh	Asst. General Manager
12.	Shri. Geogi George	Asst. General Manager
13.	Shri. N.Ramanathan	Asst. General Manager
14.	Shri. J.J.Ranjith	Asst. General Manager
15.	Shri. G.Asoklal	Asst. General Manager
16.	Shri A B.Reghunathan Nair	Asst. General Manager
17.	Shri. G.Unnikrishnan	Asst. General Manager
18.	Shri. K.Sureshkumar	Company Secretary &LH
	MIDDLE MANAGEMENT	

19.	Shri. R.Ravichandran	Manager
20.	Shri. R.Prasanth	Manager
21.	Smt. V.R.Usha	Manager
22.	Shri. K.Aravindakshan	Manager
23.	Smt. Shiny George Ambatt	Manager
24.	Shri. B.G.Biju	Manager
25.	Shri. M.T.Binilkumar	Manager
26.	Shri Ranjan George Kuriakose	Manager
27.	Shri. Jose Kurian Mundakkal	Manager
28.	Shri. Sebastian Thomas	Manager
29.	Shri. Rajesh Jacob	Manager
30.	Shri. Varghese Malakkaran	Deputy Manager
31.	Shri. B.Sen	Assistant Manager
32.	Smt. Ambily.C.N	Assistant Manager
33.	Smt. Sini.K.Thoppil	Assistant Manager
34.	Shri. Nithesh Bhaskaran	Assistant Manager
35.	Shri. S.Ratheesh	Assistant Manager
36.	Shri. Nash Thomas	Assistant Manager
37.	Shri. P.S. Suni	Assistant Manager
38.	Shri. P.K. Ebimon	Assistant Manager
39.	Shri. R. Ravishankar	Assistant Manager
40.	Shri. J. Renu	Assistant Manager
41.	Shri. B. Prveen Kumar	Assistant Manager
	OFFICE STAFF	
42.	Shri. R.K.Harish	Superintendent (A/cs)
43.	Shri. K.C.Asokan	Superintendent (Office)

44.	Shri. S.Yasodhara	Superintendent (Legal)
45.	Smt. S.Sreelatha	Private Secretary
46.	Smt. C.Syamala	Personal Assistant
47.	Smt. K.M.Beena	Personal Assistant
48.	Smt. M.Sreekumari	Personal Assistant
49.	Shri. P.P.Abdul Khader	Personal Assistant
50.	Shri. A.Jayan	Sr. Grade Accountant
51.	Smt. S.Umadevi	Sr. Grade Legal Assistant
52.	Smt. Gracey Joseph	Sr. Grade Stenographer
53.	Shri. T.Valsarajan	Sr. Grade Stenographer
54.	Smt. S.Geetha Devi	Sr. Gr. Tele. Operator
55.	Smt. S.Sheela	Sr. Gr. Tele. Operator
56.	Smt. O.Karthiyani Amma	Sr. Gr.Tele. Operator
57.	Smt. Mini Narayan	Telephone Operator
58.	Smt. M.S.Ampili	Assistant Grade I
59.	Smt. K.P.Molly	Accountant
60.	Smt. A.Sheeja	Stenographer
61.	Smt. S.Sindhukumari	Stenographer
62.	Smt. T.M.Ambily	Stenographer
63.	Smt. P.Rathy	Stenographer
64.	Smt. T.Vivi	Stenographer
65.	Smt. S.Savitha	Stenographer
	LAST GRADE EMPLOYEES	
66.	Shri. T.R.Wincent	I Grade Driver
67.	Shri. N.Rajendran	I Grade Driver
68.	Shri. K.Ramesh	II Grade Driver

69.	Shri. N.Chandran	Filing Assistant
70.	Shri. K.Madhavan	Attender
71.	Shri. P.Pradeepkumar	Attender
72.	Shri. A.S.Shamnad	Messenger
73.	Shri. V.Sugathan	Messenger
	CONTINGENT EMPLOYEES	
74.	Shri. Sanal Kumar.K	Gardener
75.	Shri. Satheeshkumar	Gardener
76.	Smt. V.Selvam	Canteen Maid
77.	Smt. D.Girija	Sweeper
78.	Smt. Kumari.S	Sweeper
79.	Shri. S. Suresh	
80.	Smt. O. Ushakumari	
81.	Smt. S. Shakunthala	
82.	Smt. K. P. Ammu	
83.	Smt. S. Sobha	

Annexure-II**MONTHLY REMUNERATION OF OFFICERS & STAFF**

Note: In addition to Basic pay, Dearness Allowance, House Rent allowance, City Compensatory Allowance, Medical Reimbursement, Provident Fund, Gratuity, Superannuation Benefits etc, are provided as per the Company's rules in force from time to time.

DESIGNATION	PAY SCALES IN FORCE
M D	I.A.S
E D	29850-700-35450
G M	26600-650-35050
DGM	26600-650-33750
AGM	25400-600-26600-650-33100
MGR	20700-500-23200-550-25400-600-26600
D M	16650-450-20700-500-23200
A M	13610-380-16650-450-20700
PS	11910-340-13610-380-16650-450-19350
SR. OFFICE SUPDT.	11910-340-13610-380-16650-450-19350
PA	9590-240-10790-280-11910-340-13610-380-15510
SUPDT.	9590-240-10790-280-11910-340-13610-380-15510
O. SUPDT.-I	9590-240-10790-280-11910-340-13610-380-15510
SR.FAIR COPY SUPDT.	9590-240-10790-280-11910-340-13610-380-15510
O. SUPDT.-II	8790-200-9590-240-10790-280-11910-340-13610
JR.FAIR COPY SUPDT.	8790-200-9590-240-10790-280-11910-340-13610
SR. GRADE ASST.	8390-200-9590-240-10790-280-11910-340-13270
SR. GRADE ASST.-LEGAL	8390-200-9590-240-10790-280-11910-340-13270
SR.GR.ACCOUNTANT	8390-200-9590-240-10790-280-11910-340-13270

SEL.GR.STENOGRAPHER	8390-200-9590-240-10790-280-11910-340-13270
SR.GR-REC-CUM-TEL.OPR.	8390-200-9590-240-10790-280-11910-340-13270
LEGAL ASST. GRADE I	7480-170-7990-200-9590-240-10790-280-11910
ACCOUNTANT	7480-170-7990-200-9590-240-10790-280-11910
ASST. GRADE II	6680-160-7480-170-7990-200-9590-240-10790
STENOGRAPHER	6680-160-7480-170-7990-200-9590-240-10790
TELEPHONE OPERATOR	6680-160-7480-170-7990-200-9590-240-10790
FILING ASSISTANT-I	6680-160-7480-170-7990-200-9590-240-10790
SR.GR.HEAD DRIVER	6680-160-7480-170-7990-200-9590-240-10790
DRIVER GRADE - I	6080-150-6680-160-7480-170-7990-200-9590-240-9830
HEAD ATTENDER	5650-140-5930-150-6680-160-7480-170-7990-200-8790
DRIVER GR.-II	5250-130-5510-140-5930-150-6680-160-7480-170-7990-200-8390
ATTENDER	5250-130-5510-140-5930-150-6680-160-7480-170-7990-200-8390
MESSENGER	4750-120-4990-130-5510-140-5930-150-6680-160-7450-170-7820
WATCHER	4750-120-4990-130-5510-140-5930-150-6680-160-7450-170-7820
CANTEEN BOY	4630-120-4990-130-5510-140-5930-150-6680-160-7000
CANTEEN MAID	4630-120-4990-130-5510-140-5930-150-6680-160-7000
GARDENER	4630-120-4990-130-5510-140-5930-150-6680-160-7000
SWEEPER	2700 + DA